

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140012-9
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS-OTR-LS-2

1. TITLE OF REPORT (If a fill-in report include Form No.)

MEMBERSHIP OF STAFF MEMBERS ON COMMITTEE

2. TYPE
OF
REPORT

STATISTICAL

XX NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

XX

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

XX

YES

IF YES GIVE ADP PROCESSING NO.

XX

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR Memo

10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/LS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-16	14.50		.25		3.70		1		
GS-08	4.90		.25		<u>1.22</u>				= \$4.92

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$4.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Informs DTR of School involvement in Agency Committee Activity.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XXX

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

0

DOLLARS

0

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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27 September 1970

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